

# Appendix T: Sample Supervisor Evaluation Form<sup>1</sup>

## Intern Evaluation

[Name of Library]

Name: .....

Internship Title: .....

Evaluation Completed by: .....

Please provide your evaluation of this student's performance or skill level in each of the following areas. This evaluation is not confidential and you are encouraged to share it with the student.

### A. Skills Assessment

On a scale of 1-5, please evaluate the intern's performance and skill level in each of the following areas.

- 5 (Exceptional)
- 4 (Above Average)
- 3 (Adequate/Average)
- 2 (Limited/Minimal)
- 1 (Lacks this skill)
- NA (Not applicable)

#### 1. Communication Skills

- ..... a. Demonstrates oral communication skills required for the job
- ..... b. Writes clearly and concisely
- ..... c. Is willing to speak up, communicates information, and asks questions
- ..... d. Listens to feedback and works to improve area

#### 2. Problem Solving/Decision Making Skills

- ..... a. Analyzes situations and takes appropriate action
- ..... b. Offers creative solutions to problems
- ..... c. Collects and analyzes information relevant to completing a task and establishes a course of action within the given timeframe
- ..... d. Resolves problems in an appropriate timeframe

#### 3. Teamwork

- ..... a. Establishes rapport and credibility among team members

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1. Based on and content borrowed from Sample Final Assessment developed by Lock Haven University: <http://www.lhup.edu/careerservices/Internships/Employers/files/Manual.pdf> - and - "Documents/Forms for Your Internship Program" by campus2careers: <http://campus2careers.com/portals/0/Internship%20Forms%20from%20campus2careers.doc>

- ..... b. Shares information and resources with others
- ..... c. Assists and cooperates with co-workers
- ..... d. Demonstrates willingness to put forth extra time and effort
- ..... e. Assumes appropriate leadership roles(s)

4. Self-management

- ..... a. Produces high-quality, accurate work
- ..... b. Seeks new strategies when current approach is not effective
- ..... c. Displays good judgment and establishes priorities
- ..... d. Uses time efficiently
- ..... e. Demonstrates ethical behavior
- ..... f. Arrives on time and maintains agreed hours

5. Initiative

- ..... a. Seeks opportunities to learn
- ..... b. Takes initiative to get a job done, even if not specifically told to do so
- ..... c. Acts decisively on critical issues
- ..... d. Overcomes obstacles and problems
- ..... e. Sets and communicates goals; follows up with results

6. Technical Skills

- ..... a. Possesses the technical skills required for this position
- ..... b. Is willing to learn new skills and enhance existing technical skills
- ..... c. Uses appropriate technology for tasks
- ..... d. Uses technology to perform effectively

## C. Overall Evaluation

1. How would you assess the overall value of this intern to the library?

- very valuable    somewhat valuable    very limited value    no value

2. How would you assess this intern's overall performance?

- outstanding    above average    satisfactory    below average    unsatisfactory

3. What would you describe as the intern's top skills and strengths?

4. How did this intern most improve his/her skills? In what areas did you notice the most learning?

5. In what areas does the intern still need to improve?

6. Was this intern prepared for the internship? Why or why not?

7. Please share one story or example of how the intern contributed to the library.

8. Are there other areas involving the internship program or this intern that you wish to comment on? ●

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